## Officer's Packet

If you are interested in becoming and officer, review and complete the following information. Return this page to Ms. McDonald by Friday, September 21st .

## All candidates must:

1. Review the officer descriptions and NEATLY write his/her name next to the position in which he or she wishes to apply (you may choose up to 2 positions - put a 1 and a 2 by your choices)
2. Give a brief 1-2 minute speech at the next meeting prior to the election taking place
3. Obtain signatures from one parent/guardian and two teachers

| Applicant Name | Officer Title \& Description |
| :--- | :--- |
|  | President <br> Calls and presides over meetings <br> Organizes fundraisers and service projects |
|  | Vice-President <br> Helps preside over meetings <br> Obtains service opportunities and reports at meetings <br> Organizes fundraisers and events |
|  | Secretary <br> Records minutes at all group meetings <br> Assists Sponsors with organization at meetings <br> Records and tracks members' service hours |
|  | Public Relations <br> Takes pictures of events and meetings <br> Emails announcements to office including meeting dates <br> and other NJHS happenings |
|  | $\mathbf{8}^{\text {th }}$ grade Member at Large-represents 8th grade class |
|  | $\mathbf{7}^{\text {th }}$ grade Member at Large - represents 7th $^{\text {th }}$ grade class |

*Additional responsibilities may be assigned, as needed.
I am aware that my son/daughter is applying for a position as an officer in the NJHS. He/she is dependable, assumes leadership in a positive manner, and will attend all required meetings.

Officer Candidate Signature: $\qquad$ Date: $\qquad$
Parent/Guardian Signature: $\qquad$ Date: $\qquad$
I recommend this student to be considered as an officer in the NJHS. He/she is dependable, possesses qualities of a good leader, and will set a good example for other NJHS members to follow.

## 1. Teacher Signature:

$\qquad$ Date: $\qquad$
2. Teacher Signature: $\qquad$ Date: $\qquad$

# National Junior Honor Society Officer's Packet 

Name $\qquad$ Position $\qquad$

1. Describe the most important quality you believe an officer of the NJHS should have.
2. Describe previous experience(s) and/or skills you have that would make you a good candidate for the officer position you would like to hold.
3. In addition to school work, extracurricular activities, community service hours, etc., officers of the NJHS are required to help attain service hour opportunities for members. How will you help find and/or create opportunities?
4. Why is leadership important?
